

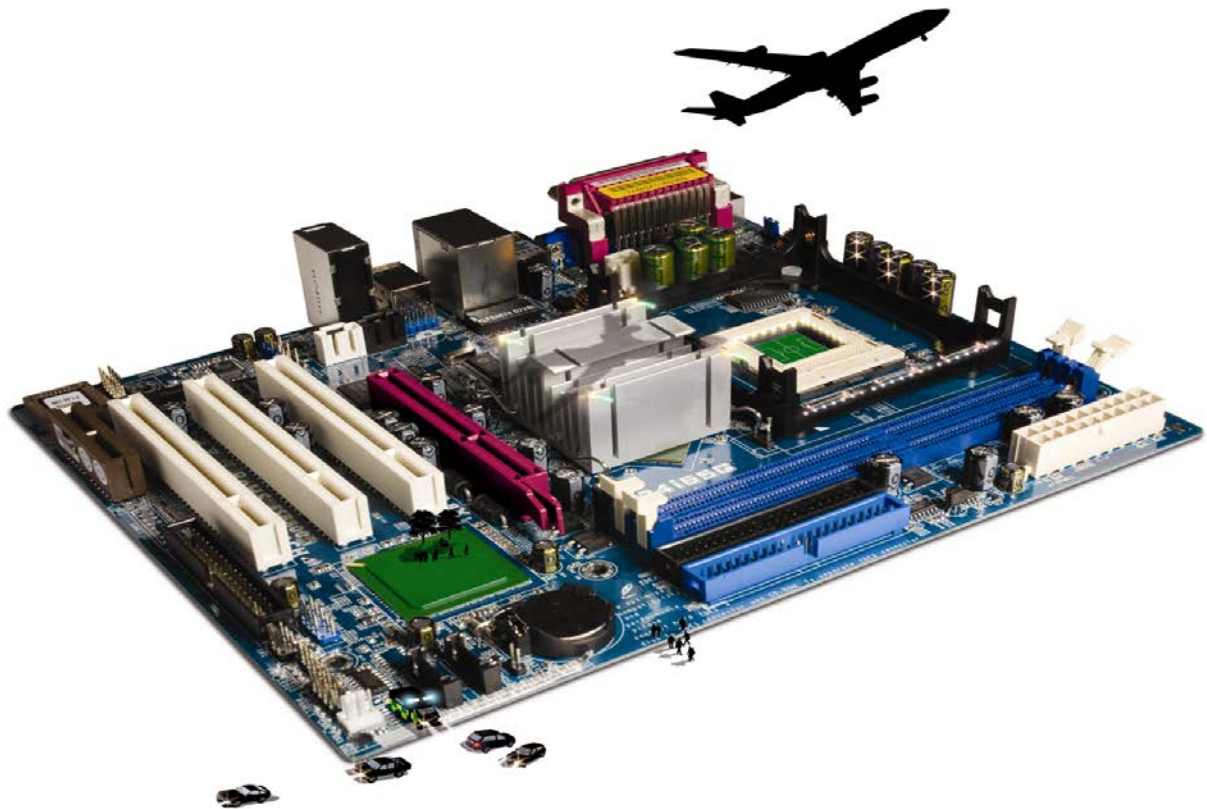
Start IT (iTQ)

Database software (4249-002)

Assignment guide for Candidates

Assignment A

QCA Ref: J/502/0169



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management, which provides management qualifications, learning materials and membership services), City & Guilds NPTC (which offers land-based qualifications and membership services), City & Guilds HAB (the Hospitality Awarding Body), and City & Guilds Centre for Skills Development. City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (which can be found on the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)20 7294 2800

F +44 (0)20 7294 2400

www.cityandguilds.com

centresupport@cityandguilds.com

Contents

Unit 002 – Database software

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Database software (4249-002) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Database software (4249-002).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **one and a half hours**.

Database software (4249-002)

Candidate instructions

You are advised to read **all instructions** carefully before starting work and to check with your assessor, if necessary, to ensure that you have fully understood what is required and complete the tasks in the order given.

Time allowance: One and a half hours

Assignment set up:

This assignment is made up of **four** tasks

- Task A - Database set up
- Task B - Database structure
- Task C - Edit a database
- Task D - Knowledge and understanding required when using Database software

Scenario

You are going to set up a database to enable you to record the names and addresses of your friends and family.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Database set up

- 1 Turn on (and if necessary) log into the computer.
- 2 Open the database software.
- 3 Create a **new** blank database. Save this database file to your work area, or removable storage media, with the name **My Address Book**.

Task B – Database structure

- 1 Create the following table using the **Field Names** and **Data Types** shown below:

Field Name	Data Type
First Name	Text
Surname	Text
Address	Text
Town	Text
County	Text
Post Code	Text

- 2 Save the table with the name **Addresses**. Accept the primary key.
- 3 Enter the data shown below from **Appendix 1** into the **Addresses** table.

Appendix 1

First Name	Surname	Address	Town	County	Post Code
Richard	Sharpe	5 High Street	Reading	Berkshire	RG3 4DP
Pat	Smith	2 Hillside	Bath	Somerset	BA5 2PR
Sue	Green	20 Moor Lane	Taunton	Somerset	TA21 3RS
Mike	Parnell	33 Kelston Green	Swindon	Wiltshire	SN34 5RT
Chris	Peterson	23 Victoria Place	Truro	Cornwall	TR4 8TY

4 Proofread and check **all** the data entered for correctness.

Ensure **all** data can be clearly seen.

Save the table.

Print one copy of the table showing all records.

Write your name, today's date and **Printout 1** at the bottom of the printout/s. (This may be more than one page.)

Task C – Edit the database

1 Using a **filter** find out how many of your contacts live in **Somerset**.

Print out the results.

Write **your name, today's date** and **Printout 2** at the bottom of the printout.

Remove the filter.

2 Add the following record to the **Addresses** table:

First Name	Surname	Address	Town	County	Post Code
Paul	Tonks	26 Glen Avenue	Barnstaple	Devon	EX8 6ED

3 **Sue Green** has moved to 54 Bath Road, Exeter, Devon EX3 8YU. Amend her record to show this.

4 **Pat Smith** has changed her name, find her record and change her surname to **Clements**.

5 Sort the records into ascending alphabetical order (A-Z) by **Surname**.

Print a copy of your sorted table.

Write **your name, today's date** and **Printout 3** at the bottom of the printout.

Close the table, accepting any changes.

6 Using a **Report Wizard**, select **all** fields and **all** default options.

Produce a report based on the **Addresses** table.

Check that the report shows **six** records.

Print the report. (This may be more than one page.)

Write **your name, today's date** and **Printout 4** at the bottom of the printout.

Close the report, accepting any changes.

7 Open the database **Dates**, provided by your assessor.

Run the report called **Birthdays** and, when prompted, enter the month **November**.

Print the report. (This may be more than one page).

Write **your name, today's date** and **Printout 5** at the bottom of the printout.

Close the report, accepting any changes.

8 Close the database software.

Task D – Knowledge and understanding required when using Database software

Use the **Answer Sheet** on the next page to answer the questions.

Note: If you would like to answer the questions electronically you should ask your assessor to provide you with the file. Save the file with the name **Answers**.

Continued over ...

Start IT Database software (4249-002)

Candidate Answer Sheet

Name:

Date:

Answer the following questions, you may complete them electronically or by hand. You can choose the correct answer by using a tick, or bold for example.

D1 If an error message appears on your screen, list at least **three** ways of obtaining the help that you need.

Answer:

D2 Which **three** of the following are components of a database?

Tables	Records
Letters	Questions
Queries	Pages
Workbooks	Formulas

D3 You accidentally type a **Surname** into a field called **Date Of Birth**. What does the following error message mean? **'The value you entered isn't valid for this field'**

- a You have entered text into a numeric field.
- b You have spelt the Surname wrong.
- c The date of birth is wrong.
- d Their age is wrong.

D4 Another member of your family has asked you to produce a report from your database so that they can send out Thanks you cards.

Which **three** items in the following list would you include in the report?

- Names
- Pets name
- Address
- Their favourite colour
- Postcode

Hand this sheet to your Assessor once you have completed it. Don't forget to put your name on it!

Note

- At the conclusion of this assignment, hand all paperwork and any removable media to the test supervisor.
- Ensure that your name is on any removable media and all documentation.
- If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.

**Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com**

**City & Guilds is a registered charity
established to promote education
and training**